

TOWN OF NEEDHAM

MERIT POLICY #504

1. PURPOSE AND SCOPE

The purpose of this policy is to outline the procedures for nominating employees for Merit Steps, Merit Bonuses and Merit Raises in accordance with applicable collective bargaining agreements.

2. APPLICABILITY

This policy applies to all represented employees in Town Service, exclusive of those employees under the supervision and control of the School Committee, whose employment is full-time or permanent part-time, and whose collective bargaining agreement contains the Merit Program provisions. Specific provision in collective bargaining agreements may apply and should be reviewed in conjunction with this policy.

3. DEFINITIONS

Refer to the Glossary of terms in the Personnel Policy manual for commonly used words and phrases.

4. POLICY

The Town's Merit Program allows for three types of Merit awards as follows:

Merit Step Increase: The Board of Selectmen may grant an additional step or steps at the conclusion of the probationary period, or at the time of the annual performance review, if the employee has demonstrated exceptional performance.

Merit Bonus: The Board of Selectmen may grant a one time Merit Bonus in an amount not to exceed \$1,800 per fiscal year if the employee, or group of employees, has (have) demonstrated exceptional performance.

Merit Raise: The Board of Selectmen may grant a Merit Raise in an amount not to exceed 3% of base pay in any one year if the employee has demonstrated exceptional performance. The Merit Raise is permanently added to the employee's base pay.

5. PROCEDURES

A. Merit Step Program

1. The Town Administrator will evaluate requests for Merit Steps based on factors such as how the employee met his/her stated objectives during the preceding year; how the employee assisted other departments or employees in meeting their objectives; how the employee improved customer service to the Town of Needham; and how the employee's service to the Town of Needham over the past year was extraordinary in nature.

TOWN OF NEEDHAM

MERIT POLICY #504

2. The Town Administrator will evaluate requests for Merit Steps at the conclusion of the probationary period based upon how the employee met and/or exceeded the department's expectations.
3. Merit Step request will be considered on an on-going basis by the Town Administrator. Requests which are recommended by the Town Administrator will be submitted to the Board of Selectmen for approval.
4. Appointing authorities/department heads who wish to nominate employees for a Merit Step or steps must compete and sign the Merit Step/Raise Award Form and submit it to the Personnel Department along with the employee's most recent performance evaluation.

B. Merit Bonus Program

1. The Town Administrator will evaluate requests for Merit Bonuses based on factors such as how the employee, or group of employees, successfully achieved a one-time goal or completed a major project or task which greatly enhanced the Town's operational liability or enhanced services to its customers. This evaluation will also include a review of the employee's overall performance during the previous year.
2. Merit Bonuses will be considered quarterly, according to a schedule promulgated by the Personnel Department.
3. Appointing authorities/department heads, or a group of three employees, may nominate an employee or a group of employees for a merit bonus by submitting those nominations according to the schedule.
4. The Merit Bonus Award Form must be completed in its entirety, signed by the appointing authority/department head, (or three employees) and submitted to the Personnel Department by the appropriate deadline in order to be considered.
5. The Merit Bonus Award Form may include the dollar amount of the bonus requested. If the award form is submitted for a group of employees, the form may include the specific dollar amount of the bonus to be granted to each member of the group (not to exceed \$1,800 in total).
6. Merit Bonus Awards will be reviewed by the Town Administrator, and those recommended will be submitted to the Board of Selectmen for approval.

C. Merit Raise Program

1. The Town Administrator will evaluate Merit Raise requests based on factors such as how the employee met his/her stated objectives during the preceding year; how the employee assisted other departments or employees in meeting their objectives;

TOWN OF NEEDHAM MERIT POLICY #504

how the employee improved customer service to the Town of Needham; and how the employee's service to the Town of Needham over the past year was extraordinary in nature.

2. Merit Raises will be considered on an as-needed basis by the Town Administrator. Requests which are recommended by the Town Administrator will be submitted to the Board of Selectmen for approval.
3. Appointing authorities/department heads, or a group of three employees, may nominate an employee for a Merit Raise by completing and signing the Merit Step/Raise Award Form and submitting it to the Personnel Department along with the employee's most recent performance evaluation.
4. The Merit Step/Raise Award Form must include the specific amount of the raise to be requested, not to exceed 3% in any one year.
5. Merit Raises shall only be granted to employees who have been at the maximum step-in-grade for at least one year.
6. No employee shall be granted a Merit Raise in excess of the Merit Step set forth in the compensation plan, such step to be 10% of the maximum step in the applicable pay grade.

Effective September 27, 1994

**TOWN OF NEEDHAM
MERIT POLICY #504**

TOWN OF NEEDHAM

Merit Programs

Nomination Form

Name: _____ Department: _____

Date of Hire: _____ Step Date: _____

Title: _____

MERIT BONUS

A copy of the employee's two most recent Performance Evaluation Forms must be attached to this form.

Amount of **Merit Bonus** Requested: _____
(Optional)

Appointing Authority Signature

Date

TOWN OF NEEDHAM
MERIT POLICY #504

1. Basic Job Requirements and Duties. Explain how the employee performed the basic requirements of the position, and how he/she met specific objectives.

(NO MORE THAN ONE PAGE)

2. Team Work/Customer Service. Describe the employee's demonstrated initiative in helping other departments or employees in meeting their responsibilities, and indicate efforts undertaken to improve service to the citizens of Needham.

(NO MORE THAN ONE PAGE)

3. Extraordinary Service. Please describe the importance of the successful completion of the project.

(NO MORE THAN ONE PAGE)

**TOWN OF NEEDHAM
MERIT POLICY #504**

TOWN OF NEEDHAM

Merit Programs

Nomination Form

Name: _____ Department: _____

Date of Hire: _____ Step Date: _____

Title: _____

MERIT STEP/MERIT RAISE

A copy of the employee's two most recent Performance Evaluation Forms must be attached to this form.

Amount of Merit Step/Merit Raise Requested: _____
(Optional)

Appointing Authority Signature

Date

TOWN OF NEEDHAM
MERIT POLICY #504

4. Basic Job Requirements and Duties. Explain how the employee performed the basic requirements of the position, and how he/she met specific objectives.

(NO MORE THAN ONE PAGE)

5. Team Work/Customer Service. Describe the employee's demonstrated initiative in helping other departments or employees in meeting their responsibilities, and indicate efforts undertaken to improve service to the citizens of Needham.

(NO MORE THAN ONE PAGE)

6. Extraordinary Service. Describe the nature of the employee's extraordinary service over the past year.

(NO MORE THAN ONE PAGE)